

Holiday Office Closure Notice

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season.

Closure Dates:

- December 24, 2023 - January 1, 2024

Our regular business hours will resume on January 2, 2024.

If you require assistance during this time, please reach out to your supervisor before the closure.

We wish you a joyful holiday season!

Best regards,

Your Company Name